

5 Steps To Obtaining Your Ohio HVAC Contractor License

Step 1. Sign up for the exam.

Candidates wishing to obtain an HVAC license must go through the Ohio Construction Industry's qualification process. To qualify you must:

- a.) Be at least 18 years of age;
- b.) Be a US citizen;
- c.) Have 5 years of documented experience in the classification desired or have been an engineer with 3 years of business experience in the construction industry;
- d.) Not have been convicted of or pleaded guilty to a misdemeanor involving moral turpitude or of any felony;
- e.) Pass the applicable examinations;
- f.) Pay the applicable fees.

For information, contact:

Ohio Department of Commerce
Ohio Construction Industry Examining Board
6606 Tussing Road
P.O. Box 4009
Reynoldsburg, OH 43068-9009
(614) 644-3493
Fax: (614) 728-1200
<http://www.com.state.oh.us/dic/dicocilb.htm>

The Board will review your application and if you're eligible they'll send you information on the exam they require.

For more information on the exams or practice exams, contact:

International Code Council
900 Montclair Road
Birmingham, AL 35213
(877) STD-EXAM
<http://www.iccsafe.org>

Applicants are required to pass the Business and Law Exam in addition to the HVAC Exam in order to obtain this license. NOTE: If an individual wants to obtain more than one trade license, they must retake and pass the Business and Law Exam for each trade added to their license.

There is a nonrefundable fee of \$25 to file an application to take an exam. The exams cost \$70 for paper/pencil exam or \$120 for electronic each. Once you pass both parts of the exam, you must send a copy of your scores, proof of \$500,000 minimum contractor liability insurance, and \$25 to the Board and they will issue your certificate. Certificates are valid for at least 12 months.

Step 2. Purchase the required books for your exam.

To find out what documents and books the State of Ohio requires for this exam, refer to the list of documents and books on your state's exam page of our website. You

must purchase these documents and books in preparation for the exam and bring them with you on testing day for the open book portions of the exam.

Step 3. Start studying!

To fully prepare for your exam it is best to thoroughly study the required documents and books, as well as any recommended studying materials. The amount of preparation time needed will be different for each individual. Be sure to allow yourself enough time to fully prepare for the exam.

Step 4. Follow the rules.

Your first responsibility as an examinee is to arrive at the exam site on the proper date, at the proper time, and with your exam confirmation letter and proper photo identification (issued by a state or federal regulatory agency). Secondly, you are responsible for bringing the following items to the examination:

- Three to four sharpened #2 pencils with erasers
- The approved reference/code books as listed on the Ohio HVAC Contractor page of our site (reference books with handwritten notes made in pencil will not be allowed)
- A ruler
- A battery-operated calculator that is non-programmable, does not perform electrical functions, does not have paper tape, and has no storage capabilities
- A watch (no alarms permitted during the exam)

Step 5. Good luck on the exam!

Make sure to bring the books and materials necessary for your exam on testing day. It is best to arrive at least 15 minutes before your test's scheduled start time. The exam has two parts -- one on business and law and the other on HVAC applications. Everyone must take the business and law part.

Part 1: The **Business and Law Exam** is open book, lasts one and 1/2 hours, and consists of 30 questions covering the following subject areas:

<u>Subject</u>	<u>No. of Questions</u>
Business structure, practices and licensing	3
Estimating and bidding	4
Contracts and acceptance	2
Project management and planning	4
Financing and record keeping	4
Insurance and bonding	3
Labor laws and personnel policies	3
Tax, lien laws and dispute resolution	4
Safety and OSHA compliance	3

Part 2: The **HVAC Contractor Exam** is open book, lasts 4 hours, and is made up of 100 questions covering the following subject areas:

<u>Subject</u>	<u>No. of Questions</u>
Theory, terminology and general requirements	15
Heating systems	20

Vents and connectors	10
Refrigeration	15
Piping systems	5
Air ducts systems	10
Ventilation systems	10
Operation procedures, maintenance and repairs	10
Special equipment and appliances	5